

Missouri Public Service Commission

EFIS – *Submit New Tariff*

To submit a new tariff:

1. Log on to EFIS.
2. From the Welcome screen, click the '**Filing/Submission**' menu option
3. Select the '**Tariff Submission**' link to continue to the '**Tariff Submission**' screen.



4. From the 'Tariff Submission' screen, select the '**Submit New Tariff**' link to continue to the '**Submit New Tariff**' screen.



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On the 'Submit New Tariff' screen, complete the following steps:

5. Beside '**Utility Type**', select the type of utility from the drop-down list.
6. Beside '**Company Name**', select the applicable company from the drop-down list.
 - *The list provided will contain only those companies for which you are designated as a contact. If you do not see the company in the list, contact the company, and ask them to add you as a contact or notify the Data Center.*
7. Beside '**PSC MO No.**', input the PSC MO number.

Note: Only one PSC MO number may be included for each tariff submission. Changes to multiple PSC MO numbers require a separate tariff submission for each.

8. Beside '**Does this submission relate...**', input the applicable case number, if any.
9. Beside '**Tariff Title**', input the title of the tariff.
10. Beside '**Cite for Commission Authority**', input the commission authority, if applicable.
11. Beside '**Purpose of Filing**', input a brief description of the proposed tariff and the effect of the tariff.
12. Under '**Please indicate the type of tariff and appropriate dates**', complete the following:
 - a. Beside '**Type of Tariff**', select the applicable number of days for the tariff type.
 - b. Beside '**Issue Date**', the date will auto populate to display today's date.
 - c. Beside '**Calculated effective date based on type of tariff**', this date will auto populate based on the type of tariff selected.
 - d. Beside '**Requested effective date**', input or select from the calendar the requested effective date for the tariff.
13. Click the '**Continue**' button to continue the '**Filing/Submission – Attachment(s)**' screen.

Submit New Tariff

SESSION TIMEOUT WARNING: Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the login screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

*** Required Fields**

*** Utility Type** Electric

*** Company Name** Electric Missouri, Inc.-Investor(Electric)

*** PSC MO No.** Only one PSC MO number may be included for each tariff submission. Changes to multiple PSC MO numbers require a separate tariff submission for each. 2

Does this submission relate to an existing case? if yes, enter Case No.

*** Tariff Title** New Tariff
(Allows only 250 characters)

Cite for Commission Authority

*** Purpose of Filing:** This entry is to contain a brief summary (similar to the language provided in tariff cover letter) of the proposed changes to the tariff and of the effect of the changes on the company's customers. Submitting new tariff for customer of Electric Missouri. This new tariff will provide exceptional service and rates to our customers.
(Allows only 500 characters)

Please indicate the type of tariff and appropriate dates

*** Type of Tariff** 45-Days

Issue Date 07/21/2016

Calculated effective date based on type of tariff 09/04/2016

*** Requested effective date as it appears on the tariff page(s)** 09/05/2016

Sl.No.	Attachment(s)	Security Level
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Continue **Exit**

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On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

14. Click the **'Browse'** button to select the document(s) for attaching.

Note: File names and file paths cannot use any special characters (% '& '^*#@) except an underscore or hyphen.

15. Under **'Select Document Security from the following:'**, select the applicable radio button for the document's security level.

Note: It is the filer's responsibility to denote the correct security level on every document.

16. Click the **'Attach'** button to attach the document.

Note: Multiple attachments may be made by selecting a document, its security level and then clicking the **'Attach'** button.

Filing/Submission - Attachment(s)

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DISCLAIMER: It is the sole responsibility of the person or entity submitting a "Public" version of the electronic document file(s), not the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden embedded "Proprietary" and "Highly Confidential" information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and the attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission, its staff and the utility against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

Attachment Process:
1: Click Browse to select the document from your local/Network drive or type the path to the document.
2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.
3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

Note: The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

H:\test doc.pdf Browse...

Select Document Security from the following:
☒ Public ☐ Highly Confidential ☐ Proprietary

Attach Done With Attach Delete

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17. Click the **Done with Attach** button after all the attachments have been uploaded.

Filing/Submission - Attachment(s)

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3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

Note: The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.

The 'Attachment' list contains the 'Security Level' selected for each document.

Delete	Attachments	Security Level
<input type="checkbox"/>	test.doc.pdf	Public

Attach Done with Attach Delete

18. After verifying the security levels on the attachment(s), click the **OK** button to continue to the **Submit New Tariff** screen.

Message from webpage

Have you verified the documents attached are properly identified as HC, P or Public documents?

OK Cancel

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19. Click the **'Submit'** button to submit the new tariff.

Submit New Tariff

SESSION TIMEOUT WARNING: Please be advised that when logged into EFIS, your EFIS session **will** time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the login screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

*** Required Fields**

*** Utility Type** Electric

*** Company Name** Electric Missouri, Inc.-Investor(Electric)

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Does this submission relate to an existing case? if yes, enter Case No.

*** Tariff Title** New Tariff
(Allows only 250 characters)

Cite for Commission Authority

*** Purpose of Filing:** This entry is to contain a brief summary (similar to the language provided in tariff cover letter) of the proposed changes to the tariff and of the effect of the changes on the company's customers. Submitting new tariff for customer of Electric Missouri. This new tariff will provide exceptional service and rates to our customers.
(Allows only 500 characters)

Please indicate the type of tariff and appropriate dates

*** Type of Tariff** 45-Days

Issue Date 07/21/2016

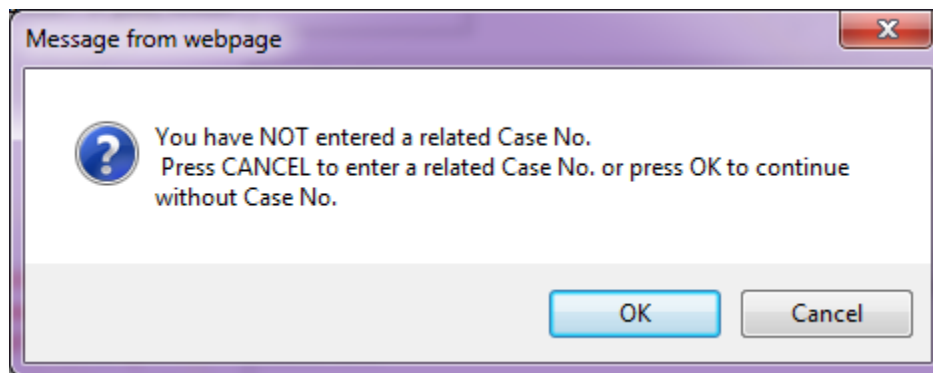
Calculated effective date based on type of tariff 09/04/2016

*** Requested effective date as it appears on the tariff page(s)** 09/05/2016

Sl.No.	Attachment(s)	Security Level
1.	test.doc.pdf	Public

Submit Attach Exit

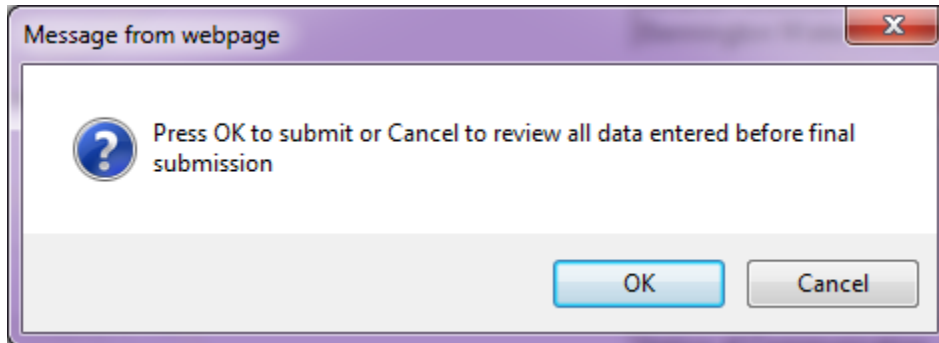
20. If a related case number was not entered beside 'Enter related case number(s)...', then the following message will pop up. If there is a related case number, select **'Cancel'** and enter the related case number in the **'Does this submission relate...'** field. If there is not a related case number, select **'OK'**.



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21. Click the **OK** button to submit the filing or the **Cancel** button if changes need to be made.



A confirmation screen with the tracking number will appear.

22. Click the **OK** button to return to the **'Tariff Submission'** screen.



For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.